



Required Reports for Squadrons

Report Type: Required Reports

Point of Contact: Per OPR

Office Identifier: N/A

Due Date: See Below

Month	Day	Item	OPR	To	Reference	Form	Comments
JAN							
	1	Begin a new Property Document Register	LGS	n/a	R 67-1	38	
	1	List of authorized Flight Release Officers	DO	Wing;LO	R 60-1		
	1	Chaplain Statistical Report	HC	Wing	R 265-1	34	Each Chaplain & MLO must submit
	1	NCASE Crown Circle nominations	ETA	HQ CAP	P 15	In P 15	
	1	Safety Officer Appointments	SE	Wing SE	Supplement 62-1	2a	
	5	AE Excellence Award Program Monthly Report	ETA	HQ CAP	P 15	In brochure	Only if participating
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Communications Plans	DC	Region	R 100-1 V1	Narrative	Reported by Wing; DC
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	15	FAA Wing Program Report	SE	Wing SE	CAPR 62-1		From INDOV
	15	Brewer Awards nominations	ETA	Wing	P 15	25	
	15	Cadet of the Year nominations	CP	Wing	R 39-3	58	
	15	Senior Member of the Year nominations	ETS	Wing	R 39-3	Narrative	
	15	Communicator of the Year nominations	DOK	Wing	R 100-1 V1	Narrative	

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	15	Squadron Chaplain of the Year nominations	HC	Wing	R 265-1	Narrative	
	15	Moral Leadership Officer of the Year nominations	HC	Wing	R 265-1	Narrative	
	15	Station Statistics Report (H-1)	DC	HQ CAP/DOK	R 100-1 V1	On-line	Reported by Wing; DC
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
	31	CAP Academic Scholarships applications	CP	HQ CAP	R 52-16	95	
	31	IACE applications	CP	HQ CAP	R 52-16	31	Requires coupon from CAP News
FEB							
	1	Crossfield Teacher of the Year nominations	ETA	HQ CAP	P 15	In P 15	
	1	Safety Officer of the Year nominations	SE	Wing	R 62-1	Narrative	
	5	AE Excellence Award Program Monthly Report	ETA	HQ CAP	P 15	In brochure	Only if participating
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	15	Region Communicator of the Year	DC	Region	R 100-1 V1	Narrative	Reported by Wing; DC
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
	28	Communications Equipment Accounting Report (CEAR)	DC	Squadrons	R 100-2 CEMS	S-8	Mailed from Wing; DC to Squadrons
MAR							
	1	Annual S-3 [Equipment] Reports	LGS	Wing	R 67-1	S-3	Allows time for Wing processing
	1	Daedalian Flight Scholarships applications	CP	HQ CAP	R 52-16	95	
	5	AE Excellence Award Program Monthly Report	ETA	HQ CAP	P 15	In brochure	Only if participating
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	15	Annual Squadron Equipment Requirements List	LGS	Wing	R 67-1		
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
	31	Communicatons Equipment Accounting Report CEAR	DC	Wing, DC	R 100-2 CEMS	S-8	
APR							
	1	List of authorized Flight Release Officers	DO	Wing;LO	R 60-1		
	5	AE Excellence Award Program Monthly Report	ETA	HQ CAP	P 15	In brochure	Only if participating

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	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	15	AFA Award to Outstanding CAP Cadets	CP	AFA	R 39-3		
	15	AFSA Award to Outstanding CAP Cadet NCO of the Year	CP	AFSA	R 39-3		
	15	Communicatons Equipment Accounting Report CEAR	DC	Wing, LO	R 100-2 CEMS	S-8	Reported by Wing; DC
	15	Station Statistics Report (H-1)	DC	HQ CAP/DOK	R 100-1 V1	On-line	Reported by Wing; DC
	15	FAA Wing Program Report	SE	Wing SE	CAPR 62-1		From INDOV
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
MAY							
	5	AE Excellence Award Program Monthly Report	ETA	HQ CAP	P 15	In brochure	Only if participating
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Summer REGION Activity Applications	VARIOUS	Wing	Varies	Varies	GLR Encampments, Staff College, CLS
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
JUN							
	1	DDR Initiatives Program Application [Funding Request]	DDR	Wing	P 55		Only if funds requested
	5	AE Excellence Award Program Monthly Report	ETA	HQ CAP	P 15	In brochure	Only if participating
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
	30	Annual inventory of real estate and facilities	LG	Wing	R 87-1		
JUL							
	1	Appointment of Wing CAC Representatives	CP/CC	Wing	R 52-16		
	1	List of authorized Flight Release Officers	DO	Wing;LO	R 60-1		
	1	Chaplain Statistical Report	HC	Wing	R 265-1	34	Each Chaplain and MLO must submit
	1	CAPF 2a for Cadet Commanders and Deputy Commanders for Cadets	CP	Wing		2a	
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	

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	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	15	Station Statistics Report (H-1)	DC	HQ CAP/DOK	R 100-1 V1	On-line	Reported by Wing; DC
	15	Annual Unit Safety Survey	SE	Wing	R 62-1	R 62-1 Att 4	
	15	FAA Wing Program Report	SE	Wing SE	CAPR 62-1		From INDOV
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
AUG							
	1	DDR End of Year Report	DDR	Wing	P 55		Only if funds received
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
SEPT							
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	15	Station Statistics Report (H-1)	DC	HQ CAP/DOK	R 100-1 V1	On-line	Reported by Wing; DC
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
OCT							
	1	List of authorized Flight Release Officers	DO	Wing;LO	R 60-1		
	1	Unit Self-Assessment	CC	Wing	R 123-3		Recommended
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	15	FAA Wing Program Report	SE	Wing SE	CAPR 62-1		From INDOV
	20	Report of prior Fiscal Year financial transactions	FM	n/a	R 173-1	173	FM to Finance Committee
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
NOV							
	1	Annual Unit Financial Report for Fiscal Year	FM	Wing	R 173-1	173	
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs

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	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
	30	USAF Academy Prep School applications	CP	HQ CAP	R 52-16		
DEC							
	1	ES Alert/Resource Report	DOS	Wing	R 60-3		Allows time for Wing processing
	5	Flight Release Logs	DO	Wing;LO	R 60-1	99	From FROs
	5	AEO Periodic Update Report	ETA	Wing	P 15	Informal	
	5	Safety Reports	SE	Wing	Supplement 62-1	INWGF 62-1A	
	10	Senior Training Report	ETS	HQ CAP	R 50-17	STR	Only if updated
	10	Vehicle usage	LGT	HQ CAP	R 77-1	online (73)	
	15	Annual Squadron AE Activity Report	ETA	Wing	P 15	In P 15	
	20	Operations Monthly Activity Report	DO	HQ CAP	R 60-1	online (18)	
	31	National Cadet Special Activity applications	CP	Wing	R 52-16	31	